

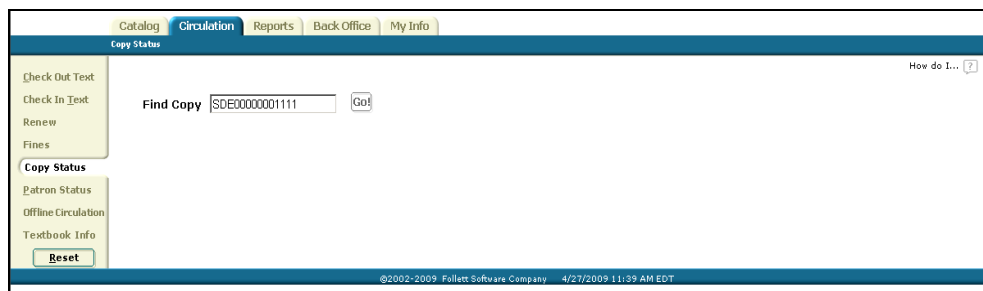
Editing a Copy

If you need to replace a damaged or missing barcode with a new one, you will begin by logging into your school at <http://textbooks.ed.sc.gov> and clicking on the **CIRCULATION** tab.

Click on the
Copy Status
option.

Enter the original
barcode number.

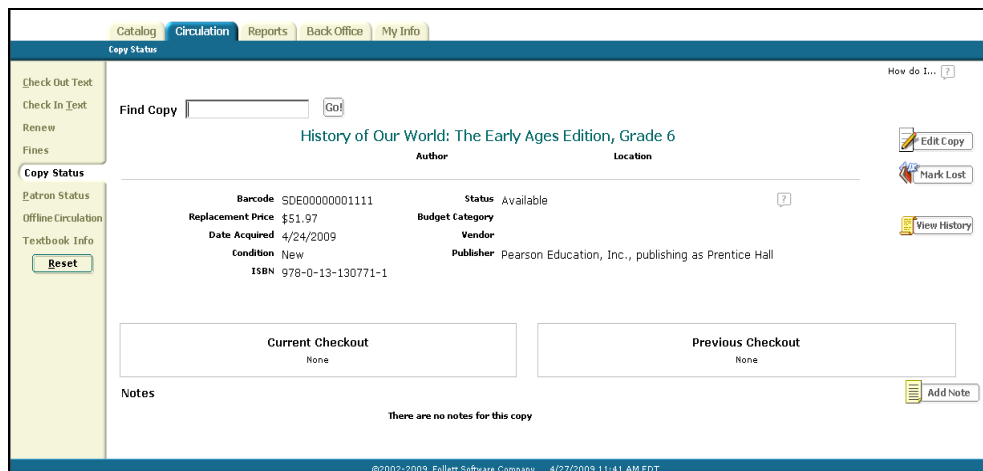
Click 



The screenshot shows the Destiny web application interface. At the top, there are tabs for Catalog, Circulation, Reports, Back Office, and My Info. The 'Circulation' tab is selected. Below the tabs, there is a 'Copy Status' section. On the left, a sidebar contains links: Check Out Text, Check In Text, Renew, Fines, Copy Status (which is highlighted), Patron Status, Offline Circulation, and Textbook Info. Below these links is a 'Reset' button. In the main area, there is a 'Find Copy' label followed by a text input field containing 'SDE00000001111' and a 'Go!' button. At the bottom right, there is a 'How do I...' link with a question mark icon. The footer shows copyright information: ©2002-2009 Fulltext Software Company and the date/time: 4/27/2009 11:39 AM EDT.

The **Copy Status**
page will display.

Click on the
 **Edit Copy**
icon.



The screenshot shows the 'Copy Status' page for a specific copy. The 'Find Copy' field is empty, and the 'Go!' button is present. Below this, the title 'History of Our World: The Early Ages Edition, Grade 6' is displayed. To the right of the title are links for 'Edit Copy', 'Mark Lost', and 'View History'. Below the title, there is a table with the following information:

Barcode	SDE00000001111	Status	Available
Replacement Price	\$51.97	Budget Category	
Date Acquired	4/24/2009	Vendor	
Condition	New	Publisher	Pearson Education, Inc., publishing as Prentice Hall
ISBN	978-0-13-130771-1		

 Below the table, there are two boxes: 'Current Checkout' and 'Previous Checkout', both containing the word 'None'. At the bottom, there is a 'Notes' section with the text 'There are no notes for this copy' and an 'Add Note' button. The footer shows copyright information: ©2002-2009 Fulltext Software Company and the date/time: 4/27/2009 11:41 AM EDT.



Enter the new
Barcode number.

Click



History of Our World: The Early Ages Edition, Grade 6

* Barcode: SDE00000099999

Status: Available

Condition: Good

Location: -- Undefined -- Other...

Date Acquired: 4/24/2009

Purchase Price:

* = Required Field

Copy Categories: Update

Notes: Add Note

There are no notes for this copy

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Enter an
appropriate note
to include the
original barcode
number.

Click



Display this note whenever the copy's information is accessed.

Replaced SDE00000001111 that was damaged by a student.

Save Note

Cancel

©2002-2009 Follett Software Company 4/27/2009 11:48 AM EDT



The note will
appear on the
copy record.

Click



Place the
replacement
barcode on the
textbook.

**Where are the
bar-codes
affixed on the
text books?**

The bar-code
label is affixed
on the back, top
of the textbook
at least 1/4" from
the spine and
the security
label is placed
on the back,
bottom of the
end page.

